

United States Department of Agriculture  
Research, Education, and Economics

# ARS □ ERS □ NASS □ NIFA

## *Bulletin*

**Title:** FY 2013 Travel Card Training

**Number:** 13-302

**Date:** May 15, 2013

**Originating Office:** Travel Policy and Systems Branch  
Financial Management Division, AFM/ARS

**Distribution:** All REE Employees

This bulletin announces the USDA mandated annual travel card training for card holders, supervisors, and program managers. This training must be completed by July 19, 2013 for FY 2013.

## **A. Authority**

Office of Management and Budget Circular No. A-123, Internal Controls, Appendix B, Improving the Management of Government Charge Card Programs, Chapter 3.

Department of Agriculture (USDA) Regulation 2300-001, USDA Travel Card. Regulation Section 6. (8).

Research, Education, and Economics (REE) Policy and Procedures 342.4, Use and Management of the Travel Charge Card, Section 8.

## **B. Policy and Applicability**

Department of Agriculture (USDA) policy requires annual training for current travel card holders, supervisors and the Agency Office Program Coordinator (A/OPC). All Research, Education, and Economics employees in any of these categories must complete travel card policy training using USDA's AgLearn system. The training for current cardholders, supervisors, and A/OPCs must be completed by July 19, 2013.

Employees that are required to take the training and do not complete it by the July 19, 2013, deadline may lose card privileges and may not be eligible for a monetary advance to fund travel. Training should be completed through AgLearn. However, new applicants and current cardholders without access to AgLearn may take the training in a hardcopy form by contacting their A/OPC and providing a justification of why they cannot use the AgLearn format.

## **C. Procedures**

The fiscal year (FY) 2013 USDA travel card policy training is available on AgLearn. USDA, through AgLearn, will record successful completion of the training. Training is located on the AgLearn site. See Attachment 1 for instructions on taking this training or access the training directly at

[https://aglearn.usda.gov/plateau/user/deeplink.do?linkId=ITEM\\_DETAILS&componentID=OCFO%2dTravelCard&componentTypeID=Web+Based&revisionDate=1267543440000](https://aglearn.usda.gov/plateau/user/deeplink.do?linkId=ITEM_DETAILS&componentID=OCFO%2dTravelCard&componentTypeID=Web+Based&revisionDate=1267543440000).

Please note: that even though the training slide states "FY 2010 Version", the training is valid for FY 2013.

### **ARS Only**

- Current Cardholders, Supervisors, and A/OPCs
  - Must take the training through AgLearn by July 19, 2013.

- Provide the following to the location Administrative Officer (AO)
    - A copy of the completion certificate (Attachment 1)
    - Government Travel Card Program Individually Billed Account Acknowledgment & Acceptance Statement (Attachment 2)
- The servicing A/OPC will forward a list of cardholders to each location no later than May 31, 2013.
- The location AO will add cardholder supervisor names to the list.
- The location AO will mark either “Completed” or “Not Completed” for each cardholder and associated supervisor and forward the following to the servicing A/OPC no later than July 5, 2013.
  - A copy of the completion certificate (Attachment 1, Page 9)
  - Government Travel Card Program Individually Billed Account Acknowledgment & Acceptance Statement (Attachment 2)
- The lead A/OPC for each service center will forward a package to the Travel Policy and Systems Branch no later than July 12, 2013. The package should contain
  - A Completion Certificate and Individually Billed Account Acknowledgment & Acceptance Statement for each cardholder
  - List of Cardholders and Supervisors that did not complete the training

#### **ERS, NASS, and NIFA**

- Current Cardholders, Supervisors, and A/OPCs
  - Must take the training through AgLearn by July 19, 2013.
  - Provide the following to the servicing A/OPC (Attachment 3)
    - A copy of the completion certificate (Attachment 1)
    - Government Travel Card Program Individually Billed Account Acknowledgment & Acceptance Statement (Attachment 2)

## **D. Questions**

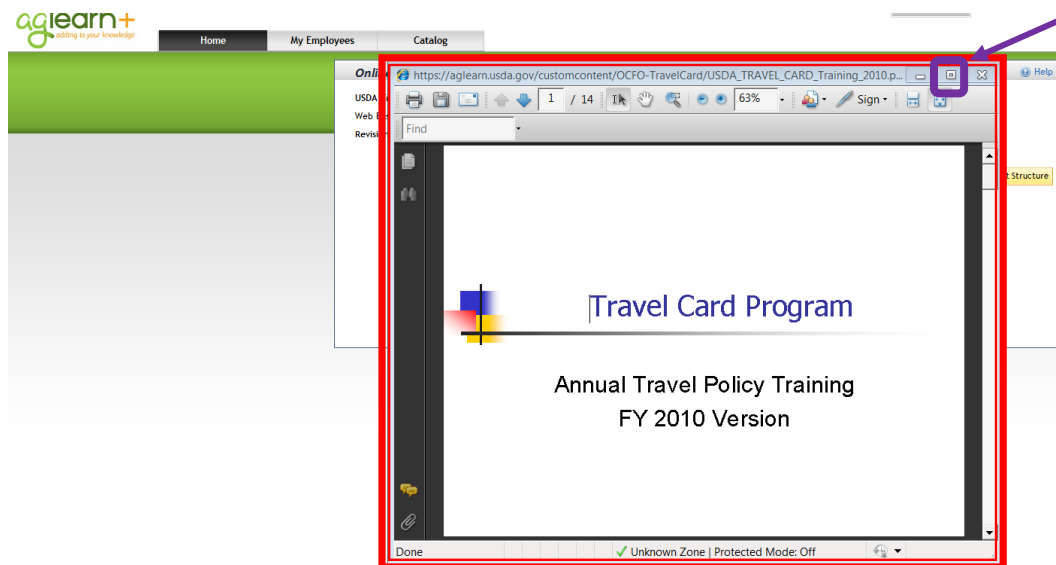
Please contact your A/OPC (see attachment 3) with questions.

/s/

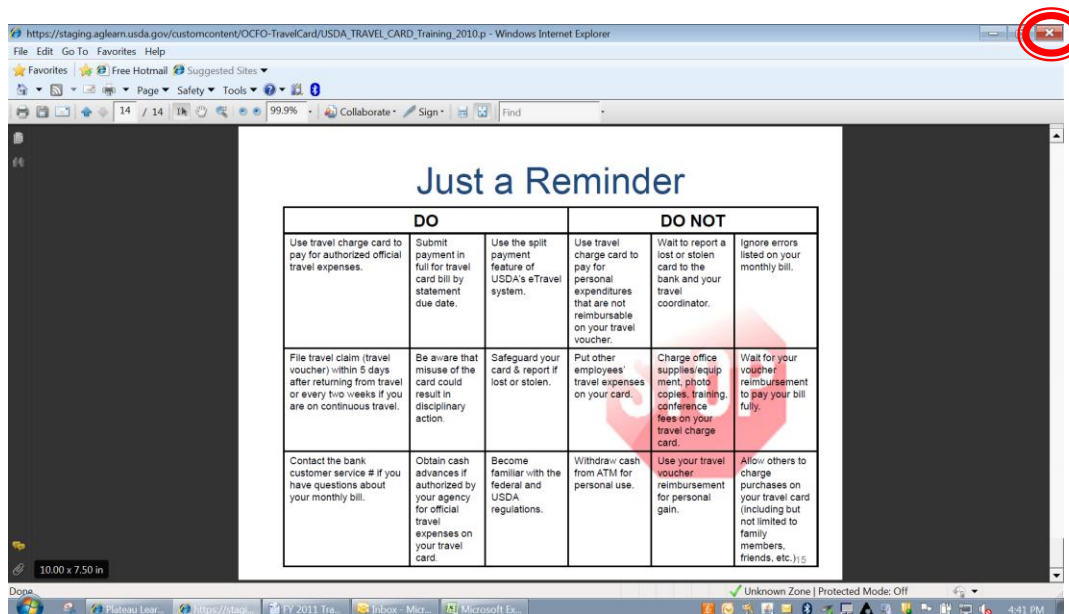
ROBERT H. MAGILL  
Chief Financial Officer  
Research, Education, and Economics

**FY 2013 Travel Card Training  
Instructions  
USDA AgLearn System  
Required for Cardholders,  
Supervisors and Agency/Office Program  
Coordinators**

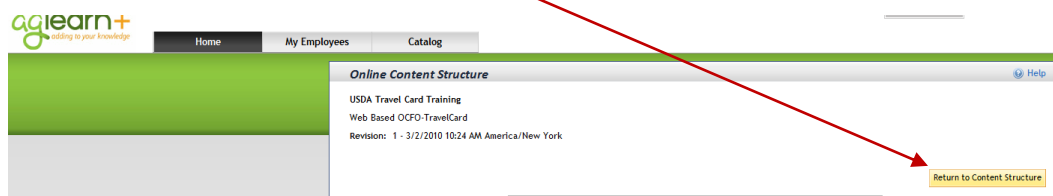
1. The training is a series of PowerPoint slides. A **window** will open with the slide show. You may expand the slide window by clicking on the **full window** button on the upper right of the new window. Review the slides at your own pace. Use the page down and page up key on your keyboard as you wish to navigate through the slides. The Department will be updating the slide to reflect FY 2012. It is fine to take the training while the slide says FY 2010, the training is still valid.



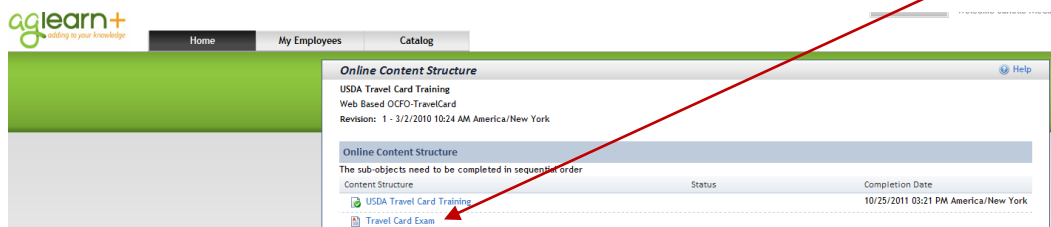
2. When the slides no longer advance, you are at the end of the program. Close the slide show by clicking on the red X at the upper right hand corner of the window.



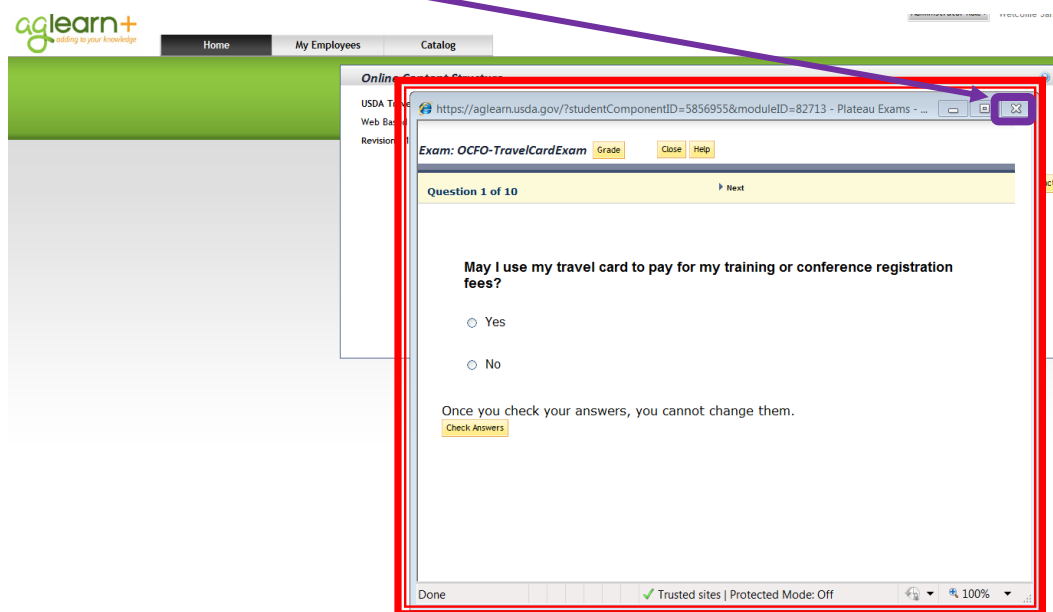
3. Click on the button titled **“Return to Content Structure.”**



4. You will be returned to the Online Content Structure page. Click on **“Travel Card Exam”**.



5. A new **window** will open. The exam will display. You may expand the window by clicking on the **full window** icon at the upper right hand side of the new window.



6. Answer each question by choosing one of the **radio buttons** next to the choice that best answers the question. To progress to the next slide, click on the **“Next”**.

Exam: OCFO-TravelCardExam Grade Close Help

Question 1 of 10 Next

May I use my travel card to pay for my training or conference registration fees?

☐ Yes

☐ No

Once you check your answers, you cannot change them.

Check Answers

Done Trusted sites | Protected Mode: Off 100%

7. After completing all questions, you will be prompted to grade the test. Select the **“Yes”** button.

aglearn+ adding to your knowledge

Grade the Exam

Are you sure you want to grade the exam now?

Yes No

Help Exam

https://aglearn.usda.gov/?studentComponentID=5856955&moduleID=82713 - Plateau Exams - ...

8. Your **score** will display. You may now exit by selecting the **“Close”** button. Please note that there is no exam certificate provided on this page.

Exam: OCFO-TravelCardExam Close Help

Exam Completed Exam Review: Display Question List

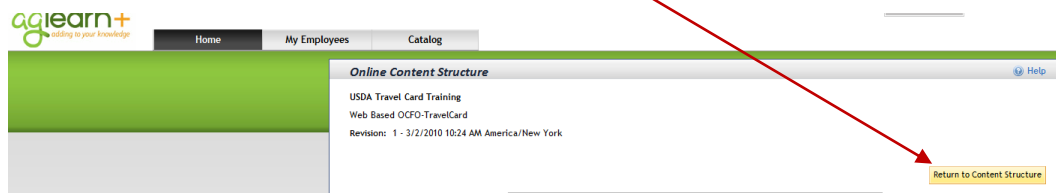
Congratulations! you have PASSED

Exam Summary:

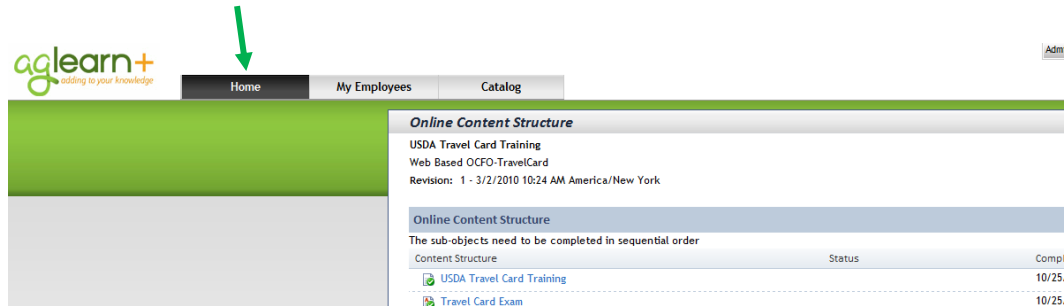
Your points: 10.00	Questions Answered: 10/10
Points Needed to Pass: 7.00	Correct: 10
Percent Needed to Pass: 70 (%)	Incorrect: 0

https://aglearn.usda.gov/ - Grade the Exam - Windows Internet Explorer

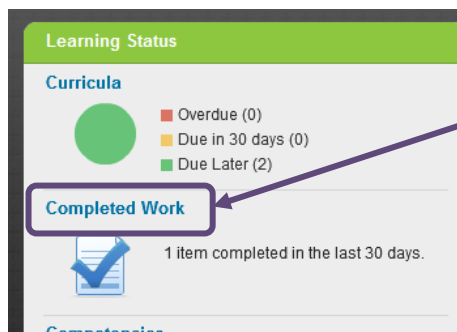
9. After selecting close, select the **“Return to Content Structure”** button on the next page.



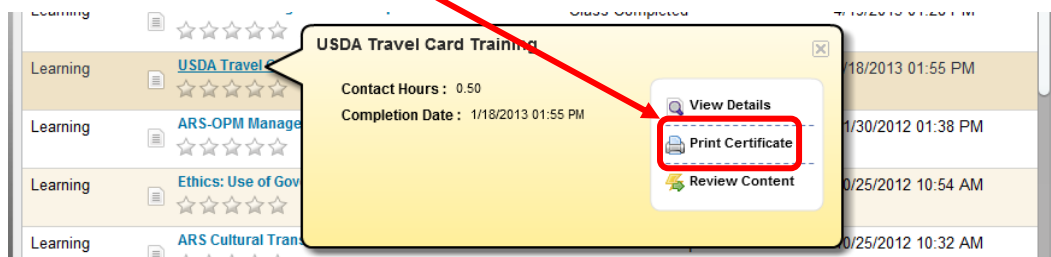
10. Click the **“Home”** tab.



11. Under *Learning Status* on the lower right of the screen click **“Completed Work”**



12. From the list mouse over the **USDA Travel Card Training** text. An information balloon will pop up. Select **“Print Certificate”**:





13. The completions certificate will display in a new window or tab. You may print your certificate using the **print** icon on the menu bar. Also all previous completion certificates for this course will be included, be certain to print and forward the certificate complete in this fiscal year (FY13).



**THE DEPARTMENT OF AGRICULTURE (USDA)  
GOVERNMENT TRAVEL CARD PROGRAM  
INDIVIDUALLY BILLED ACCOUNT  
ACKNOWLEDGMENT & ACCEPTANCE STATEMENT**

1. The Government Travel Card Program provides travelers with a means of financing their official travel expenses without obtaining costly travel advances or using their own funds. Only official Government expenses incurred because of temporary duty travel may be charge to the travel charge card. Expenses include meals, lodging, rental car, transportation tickets, and any other authorized travel related expenses for which the use of the travel card is allowable under DR2300-001, Travel Card Regulations. Travelers are directed to use the travel charge card whenever and wherever practical for all these expenses prior to the use of an automatic teller machine (ATM). ATM use is available for limited cash advance amounts where use of the travel charge card is impractical.
2. Use of the travel charge card for any other purpose than official Government travel business is NOT AUTHORIZED and is considered misuse of the travel charge card program. Delinquency in payment of the monthly travel card billing is considered card abuse. The frequent issuance of Non-Sufficient Fund checks to repay the contractor is also considered a form of travel card abuse. Card misuse and abuse may be subject to disciplinary actions under the appropriate agency and civilian personnel regulations including disciplinary and adverse action up to and including removal from Federal Service.
3. The *USDA Zero Tolerance Policy* strictly prohibits the following use of the card:
  - a. Unauthorized charges not associated with official travel.
    - (1) Personal and family member use of the card is forbidden.
    - (2) Use or the card for activities listed in Section 7b(7) and (8) of the USDA Government Travel Card Guidance are forbidden.
  - b. Use of the card while not on official travel status, except for cash withdrawals from an automated teller machine within 3 to 5 days before travel begins, is forbidden.
  - c. Shared use of the card with another employee for official travel purposes. Shared used includes placing charges for another traveler, including group meals, on your card.
  - d. Account delinquency beyond a 30-day period.
  - e. Failure to use the card while on travel.
  - f. Failure to pay accounts with sufficient funds.
  - g. Failure to use Government issued voucher reimbursements to repay travel expenses
  - h. Excessive cash advances, or cash advances not commensurate with official travel.

Cardholders are responsible for reading and familiarizing themselves with the contents of the bank's cardholder agreement, the USDA Travel Card Regulation 2300-001 and agency specific policies regarding the use of the card. Questions concerning the card should be addressed to the local or primary travel card coordinator.

4. I hereby acknowledge that I have read and understand the above policy. I agree to the terms of the vendor's agreement and to abide by the USDA Travel Card Regulation 2300-001 and the *USDA Zero Tolerance Policy*.

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SIGNATURE OF CARDHOLDER  
(SIGN/DATE)

5. The application for the above to participate in the Travel Card Program is recommended for approval.

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SIGNATURE OF IMMEDIATE SUPERVISOR  
(SIGN/DATE)

## Attachment 3

# Research Education and Economics Mission Area

## Agency/Organization Program Coordinators

### Research Education and Economics Mission Area:

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Amy Jenkins	202-720-1963	<a href="mailto:amy.jenkins@nass.usda.gov">amy.jenkins@nass.usda.gov</a>

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